

S-E-C-R-E-T

INSTRUCTION NO.  
LI 22-1

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Revised 9 January 1968

SUBJECT : Travel Procedures

REFERENCES: (a)   
(b)   
(c) Office of Finance Instruction No. 106 (Revised),  
dated 15 July 1964

1. PURPOSE

This Instruction implements the Agency series of regulations on travel and contains procedures for preparing and processing travel orders, requests for advances, and travel vouchers.

2. BACKGROUND

In compliance with Agency policy, vouchered funds will be used for travel purposes whenever possible, and the use of confidential funds will be limited to those cases where security or emergency considerations prevent the use of vouchered funds. Government Transportation Requests (GTR's) may be used except when precluded for security reasons.

3. GENERAL

- a. All civilian travel will be performed in accordance with the  series of Agency regulations and all military personnel travel will be performed in accordance with the Joint Travel Regulations (JTR's), except for local mileage.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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- 25X1
- b. All travel will be charged to the FAN Account of the Office of Logistics activity to which the traveler is officially assigned, except when travel is at the specific request of another component which has agreed to finance the travel.
  - c. Permanent change of station (PCS) travel will be charged to the FAN Account of the Office of Logistics activity to which the employee is to be assigned. For example, travel from the departmental area to [ ] is charged to the FAN Account of [ ] vice versa. 25X1
  - d. All official travel shall be charged to vouchered funds unless the travel involves expenses of a confidential or sensitive nature in which disclosure of the operation should not be subjected to independent audit, such as by the General Accounting Office.
  - e. Separate travel orders will be written for each individual employee. Exceptions may be granted by the Executive Officer when members of a group are traveling to [ ] or a similar locality where travel advances are not normally furnished. 25X1
  - f. Blanket travel orders may be issued to cover a single fiscal year or less, when:
    - (1) The individual concerned maintains a revolving fund (account 1443).
    - (2) Required for emergency [ ] for example, truck drivers. 25X1

4. FORMS TO BE USED FOR TRAVEL

a. Travel Orders

- 25X1
- (1) Form 540b, [ ]

25X1

This form, which combines the travel authorization, request for advance of funds, and the travel accounting, shall be used for all [ ] except for those individuals having blanket travel orders.

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(2) Form 540, Travel Order

This form will be used for all foreign travel, all  travel, and for those having blanket travel orders.

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b. Form SF 1169, Government Transportation Request

In those cases where a traveler may disclose Government affiliation, he may elect to use a GTR which may be obtained:

(1) From the Central Travel Branch, Certification and Liaison Division, Office of Finance, in books of ten coupons. Unused portions of books will be returned to the Central Travel Branch as soon as the use of a GTR is no longer contemplated, or if travel will not be performed for some time. It should be emphasized that a GTR is the equivalent of cash and must be safeguarded as such by the authorized custodian.

(2) From Central Processing Branch, Operations Division, Office of Personnel, which will issue a GTR for overseas trips when utilizing "Category Z" and  when making the travel arrangements.

25X1

c. Requests for Advance of Funds

(1) Form 540b,

This form may be used to request an advance of funds for travel as indicated in paragraph 4a(1) above. The original only is to be used for obtaining an advance. The other copies are to be used for the preparation of a travel voucher.

(2) Form 281, Request for Advance of Funds

(a) This form will be used to request an advance of funds when Form 540b is not applicable. Always insert the FAN Account and travel order number in the blocks provided. An original only of this form is required to obtain an advance of funds.

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- (b) If foreign travel is indicated on the travel order, the request for an advance will cover all authorized items except the cost of tickets, which will be purchased by the Central Processing Branch, based upon the travel order. However, the traveler may obtain his advance and tickets from the Central Processing Branch rather than have the advance prepared by his office.

d. Travel Vouchers

- 25X1
- (1) Form 540b,

This form may be used to claim reimbursement for travel as indicated in paragraph 4a(1) above. Form 22a, Travel Voucher Continuation Sheet, will be used when necessary.

- (2) Form 22, Travel Voucher

This form will be used to claim reimbursement for travel as indicated in paragraph 4a(2) above. Form 22a, Travel Voucher Continuation Sheet, will be used when necessary.

- (3) Form 2646, Claim for Reimbursement for Petty Cash Expenditures

- (a) This form will be used to claim reimbursement for authorized use of a privately owned vehicle for transportation advantageous to the Government and where other means of transportation were not available on a timely basis.
- (b) Mileage claims, where per diem is not involved, may be prepared on this form providing a travel order is cited as authority for trips that are beyond the Washington metropolitan area.

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5. REQUESTING, AUTHORIZING, AND APPROVING AUTHORITIES

- a. Travel orders will be prepared for signature of the Requesting Official when utilizing Form 540, Travel Order, as follows:

(1) Foreign:

- (a) Director of Logistics, Deputy Director of Logistics, Executive Officer, division and staff chiefs will be the Requesting Official for their own travel.

- (b) All other personnel                      Chief of division or staff

(2)

- (a) Director of Logistics, Deputy Director of Logistics, Executive Officer, and division and staff chiefs will be the Requesting Official for their own travel.

- (b) All other personnel                      Chief of division or staff

- b. Travel orders will be prepared for signature of the Authorizing Official as follows:

(1) Foreign:

- (a) Director of Logistics                      Deputy Director for Support

- (b) All other personnel                      Director of Logistics

All appropriate coordination must be effected prior to transmittal to the Authorizing Official.

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(2) Domestic:

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|--|--|
| (a) Director of Logistics  | Deputy Director for Support  |
| (b) Deputy Director of Logistics, Executive Officer, division and staff chiefs and their deputies. | Director of Logistics (in the absence of both the Director of Logistics and the Deputy Director of Logistics -- the Executive Officer) |
| (c) All other personnel  | Executive Officer  |

When utilizing Form 540b, [ ] only the Authorizing Official's signature is required. However, the initials of the appropriate division or staff approving officer must be shown in the authentication block.

- c. Travel accountings on Form 22 will be prepared for the signature of the Executive Officer as Approving Officer, when required, in accordance with [ ] (b) which states in part, "Travel vouchers (except vouchers for travel performed under a blanket travel authorization) will not require specific approval by an approving officer if the expenses claimed (1) are within the provisions of a properly authorized written travel order and (2) are expenses either (a) for which a traveler is automatically entitled to reimbursement under the provisions of [ ] or (b) which were specifically authorized in the travel order." All vouchers will be reviewed by the Budget and Fiscal Branch for compliance with the travel authorization and the necessity for specific approval in accordance with [ ]
- d. Request for Advance of Funds, Form 281, will be prepared for signature of the Executive Officer as Approving Officer.

6. PROCESSING OF TRAVEL

a. Travel Orders

Travel orders will be initiated by the divisions and staffs, prepared for signature as indicated in paragraph 5 above, and forwarded to the Budget and Fiscal Branch.

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b. Requests for Advance

- (1) When utilizing Form 540b, [ ] prepare in an original and three copies (leave the carbon paper inserted) and forward to the Budget and Fiscal Branch for processing. The original of the form is used to obtain the advance and the three carbons to account for the travel.
- (2) Form 281, Request for Advance of Funds, need be prepared in an original only.
- (3) When an advance of funds is required using Form 540b an additional approval is not required. If Form 281 is used, the signatures of the Budget and Fiscal Officer and the Approving Officer are required. The completed request, either Form 540b or Form 281, will be forwarded or hand-carried to the General Claims Branch, Certification and Liaison Division, Office of Finance, for processing and presentation to the Disbursing and Custodial Branch, Monetary Division, Office of Finance for cash payment. Those employees processing requests for advances at the Headquarters Building will first contact the Central Travel Branch for certification before taking the request to the Headquarters Disbursing Unit for cash payment.
- (4) If an advance is to be made by check, a leadtime of approximately 5 workdays should be allowed.

25X1

c. Travel Vouchers

- (1) Travel vouchers are used to claim reimbursement for official travel.
- (2) When an employee has received an advance in excess of the amount being claimed in the travel voucher, the difference is to be refunded concurrently with the submission of the accounting. Any cash refunds, for the protection of the individual, should be hand-carried to the Disbursing and Custodial Branch, Monetary Division, Office of Finance, for credit to the employee's advance account citing the employee's serial number

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and travel order number as reference. Those located in the Headquarters Building may use the Disbursing Office located in Room 6 E 29. A receipt will be obtained in duplicate, for the cash refund. The original, or white copy, should be retained by the advancee and the other copy (pink) should be attached to the accounting to substantiate the refund. Refunds made by personal check made payable in accordance with  Chapter VI, paragraph 56d, may accompany the accounting.

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- (3) Travel vouchers will be prepared for the signature of the Executive Officer, per paragraph 5c above, in the number of copies as indicated below:

(a) Revolving Fund (1443)

An original and three copies will be prepared and forwarded to the Budget and Fiscal Branch.

(b) Blanket and Other Vouchers (1441)

An original and two copies will be prepared and forwarded to the Budget and Fiscal Branch.

- (4) If the employee was authorized an advance of funds, a travel voucher must be ~~prepared~~ and submitted for processing to the Budget and Fiscal Branch no later than 10 calendar days after completion of the travel.

d. Foreign Travel Arrangements

- (1) Travel orders for foreign travel will be routed to the following components in sufficient time to arrive in the Central Processing Branch, Office of Personnel, at least 30 days prior to departure date:

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- |                                  |   |                            |
|----------------------------------|---|----------------------------|
| (a) Budget and Fiscal Branch/OL, | ) |                            |
| (b) Security Staff/OL            | ) | Form 237, Official Routing |
| (c) Executive Officer/OL         | ) | Slip                       |
|                                  |   |                            |
| (d) Area Division(s)             | ) |                            |
| (e) Central Cover Staff          | ) |                            |
| (f) Special Support Assistant    | ) |                            |
| to the Deputy Director           | ) | Form 610, Routing & Record |
| for Support                      | ) | Sheet                      |
| (g) Director of Logistics        | ) |                            |
| (h) Central Processing Branch,   | ) |                            |
| Office of Personnel              | ) |                            |

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- (3) The division or staff administrative assistant will contact Central Processing Branch to make the necessary arrangements for passports and shots.

- e.  Travel Arrangements

The Security Staff, OL, will be consulted on all cover and security requirements  and will be responsible for necessary coordination with the Central Cover Staff. If cover is not required, the travel order will so state.

7. REPORTS

- a. A semiannual schedule of all proposed TDY foreign travel to be undertaken by Office of Logistics employees will be submitted by staff and division chiefs to the Executive Officer by 15 November and 15 May to

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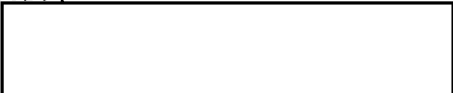
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cover the subsequent 6-month period beginning 1 January and 1 July, respectively. The report shall list the names, titles, proposed itineraries, dates, and the purpose for each trip. The Executive Officer will submit a consolidated report to the Deputy Director for Support within 5 days after the due dates as stated above. The submission of data concerning a proposed foreign TDY trip in this report does not obviate the requirement for submitting the travel order.

- b. A report of foreign field trips will be submitted to the Director of Logistics by all travelers including division, staff, and branch chiefs within 10 days after returning to Headquarters. The reports will be limited to items of major significance, trends, and policy. All other employees will submit reports as directed. Reports will not be disseminated outside the Office of Logistics without prior approval of the Director of Logistics.

  
GEORGE E. MELOON  
Director of Logistics

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